

THE ALUMNI ASSOCIATION OF MANCHESTER COLLEGE  
CONSTITUTION AND BY-LAWS

Adopted September 17, 1983; revised March 11, 1989; revised September 19, 1998

Article I: Name and Objectives

Section 1: The name of this organization is the Alumni Association of Manchester College.

Section 2: The objectives of the Association are to promote the interests of Manchester College and to establish mutually beneficial relations between the College and it's alumni.

Article II: Membership

Section 1: All graduates of Manchester College and Mount Morris College are Graduate Members of this Association. All former students who have not graduated from Manchester College or Mount Morris College are Non-graduate Members of this Association.

Section 2: Members of the faculty and trustees of Manchester College who are not alumni are honorary members. Non-alumni receiving an honorary degree from Manchester College are also honorary members of the Association. The Association may designate other honorary members with the approval of the College Board of Trustees.

Article III: Privileges of Members

All Graduate members have the right to vote and hold office in the Association. Graduate, non-graduate, and honorary members receive all publications of the Association and notices to all general meetings held under the auspices of the Association.

Article IV: Board of Directors

Section 1: The policy-making of this Association shall be vested in the Board of Directors, hereafter referred to as the Board.

Section 2: The Board shall be comprised of twenty directors. The Alumni Association Executive Director serves as Executive Secretary and as an ex-officio member with no voting privileges.

Section 3: The officers of the Board shall include the President, Vice President and Recording Secretary. The Vice President and Recording Secretary shall be elected each fall from and by the Board of Directors to take office at the following spring meeting. The Vice President will assume the office of President the following year.

The Duties of the officers shall be as follows:

- a. The President shall preside at all meetings of the Board; perform duties at Homecoming, Alumni Days and Commencement; perform other duties to fulfill the responsibilities of the position.

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- b. The Vice President shall act for the President when he/she is unable to fulfill the duties of the office; serve as master of ceremonies at the annual Alumni Day banquet; perform other duties to fulfill the responsibilities of the position.
- c. The Recording Secretary shall keep minutes of the meeting of the Board with the cooperation of the office of the Executive Secretary.

Section 4: Twelve directors are elected at large in-groups of four in successive years for three-year terms. Each graduating class is represented for a three-year term, thereby providing three additional members. Terms begin January 1 and coincide with the College Board of Trustee terms.

Section 5: The Alumni Association is represented on the College Board of Trustees by five alumni of the College as provided by the articles of association by the college. Their term of office is for five years, with one new member elected each year.

Section 6: Election of all board members shall be done by the Nominating Committee presenting a slate to the board for approval at their fall meeting. The entire membership of the Association shall be solicited for nominations through alumni publications each year prior to the Nominating Committee meeting.

#### Article V: Board Members

Section 1: The Board of Directors shall meet each spring and fall to plan the work of the Association. Written notice, including an agenda will be postmarked at least ten days prior to a meeting.

Section 2: A simple majority of the Board of Directors will constitute a quorum for each meeting.

Section 3: Special meetings of the Board may be called by the President and/or Executive Secretary, and upon the written request of one-third of the Directors of the Board.

#### Article VI: Board Committees

Section 1: The Board shall establish committees:

##### A. Executive Committee

1. The elected officers of the Board shall be the members of the Executive Committee. The Executive Secretary is a non-voting member.
2. The Executive Committee is empowered to transact business of the Association between the regular meetings of the Board; action taken shall be submitted to the Board for approval at the next regularly scheduled meeting.
3. A majority of the members shall constitute a quorum.

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B. Nominating Committee

1. The Nominating Committee shall consist of five members, elected by the Board for two-year terms. One member shall be a Director and the Executive Secretary shall serve as ex-officio and a non-voting member.
2. Members of the Nominating Committee may serve no more than two consecutive terms.
3. The Nominating Committee is responsible to receive and screen nominations for Directors. The committee has the discretion to recommend multiple candidates for the vacancies.
4. A majority of the committee members shall constitute a quorum.

C. Alumni Honor Award

1. The Alumni Honor Award Committee shall consist of five members including the immediate Past President of the Association, the current President and three at-large members each serving three-year terms. The Executive Secretary shall serve as ex-officio and a non-voting member.
2. An at-large committee member is chosen by the Board at the fall meeting.
3. The Committee receives nominees, screens and evaluates, and selects the recipients for the Alumni Honor Award with approval of the president of the college. Presentation of the award is made at the College's Alumni Day ceremonies.

D. Other Standing and Special Committees

1. Other standing and special committees shall be established and/or dissolved when the Board deems appropriate.

Article VII: Constitution Amendments

Section 1: This constitution may be amended by a two-thirds vote of the Board of Directors present at a regularly scheduled meeting, provided there is a quorum present.

Section 2: An amendment may be proposed by a member of the Board, or by a petition signed by ten Association members and filed with the Executive Secretary at least 30 days prior to a Board meeting.

Section 3: The membership shall be notified of the proposed amendment at least 30 days prior to the meeting of the Board.

Section 4: Any amendment approved by the Board becomes effective immediately.

Article VIII: By-Laws

Section 1: The Alumni Association provides encouragement and assistance to groups of alumni/friends of Manchester College interested in organizing chapters in their localities for the purpose of advancing the objectives of the Association.

Section 2: The Board shall establish by-laws for governing purposes as needed.